

Ernest Ham. Gade 6. Feb. 8. 1909, 17

4



MEDIAL WRITING BOOKS



H. W. SHAYLOR

G. H. SHATTUCK



GINN & COMPANY



TM

POSITION

In learning to write, the first thing requiring attention is position at the desk; next, position of the book; and finally position of the hand and pen. The accompanying diagrams will help to make clear each of these points.

Position of the body. The pupil should sit quite erect with the body near enough to touch the desk without resting against it. Both feet should be placed squarely on the floor directly under the middle of the desk. The arms should rest on the desk so that the direction of the left forearm is nearly at right angles to the right forearm.

Position of the book. The book should be placed in the central position directly in front of the body so that the lower edge will make an angle of about 25° with the edge of the desk nearest the pupil. In the diagram let $ABCD$ represent the top of the desk.



1, 2, 3, 4 represent the book, the lower edge of which (1, 2) makes an angle of about 25° with AB , the edge of the desk. If the right arm be placed as shown and allowed to move from left to right as if pivoted at the elbow, the pen will describe the arc of a circle as indicated by the dotted line. The chord of this arc will be the line on which pupil is to write. All the down strokes which the pupil makes will naturally prove to be vertical, as much so as if he were writing vertical hand. They will be at right angles to the edge of the desk and the cross axis of the body; that is, they will be vertical to his *position*, not to the *line on which he writes*. They will make an angle of about 65° with the ruled lines of his book, which will prove to be a most natural slant for easy, rapid work.

Position of the hand and pen. The position of the hand is well illustrated by the accompanying cut. The pen should be held between the fingers and thumb, the first finger about one inch from the pen-point. The second finger should drop under the holder so that the crossing is at the root of the nails. The hand should form a movable rest on the nails of the third and fourth fingers. The hand may turn to the right so that the side will lightly touch the paper, but it must not rest so heavily as to prevent freedom of movement across the paper from letter to letter in a word.



To the Teacher. It ought to be distinctly understood that a mastery of the first essentials should not be thought time wasted. They are of vital importance as affecting all future lessons. Take a little time to make clear to every pupil the correct position. Be sure that each one has the book in proper position, and the hand and arms in proper relation to the book.

This can best be accomplished while drilling on the "Movement Exercises" found on the last cover page. Tracing these exercises with a dry pen, followed with pen and ink on practice paper, will prove very helpful in acquiring a good position and an easy graceful style of writing. Pupils should always be required to practice these exercises with care and method. The practice papers should be arranged with as much care and kept as neat as any page in the copy book.

In the books of this series the teacher may prefer to have his pupils write by columns rather than across the page, especially in the earlier numbers.

Alton An insect has jointed legs. 101

Alton An insect has jointed legs. 101

Alton An insect has jointed legs. 101

Alton An insect has jointed legs. 101

Alton An insect has jointed legs. 101

Alton An insect has jointed legs. 101

Alton An insect has jointed legs. 101

Akron A kind word is never lost. 111

Akron A kind word is never lost. 111

Akron A kind word is never lost. 111

Akron A kind word is never lost. 111

Akron A kind word is never lost. 111

Akron A kind word is never lost. 111

Akron A kind word is never lost. 111

Beloit Bluejays have fine crests. 202

Beloit Bluejays have fine crests. 202

Beloit Bluejays have fine crests. 202

Beloit Bluejays have fine crests. 202

Beloit Bluejays have fine crests. 202

Beloit Bluejays have fine crests. 202

Beloit Bluejays have fine crests. 202

Rome Be just, gentle and firm. Pa.

Rome Be just, gentle and firm. Pa.

Rome Be just, gentle and firm. Pa.

Rome Be just, gentle and firm. Pa.

Rome Be just, gentle and firm. Pa.

Rome Be just, gentle and firm. Pa.

Rome Be just, gentle and firm. Pa.

Cadiz Cedar is a fragrant wood. 303

Cadiz Cedar is a fragrant wood. 303

Cadiz Cedar is a fragrant wood. 303

Cadiz Cedar is a fragrant wood. 303

Cadiz Cedar is a fragrant wood. 303

Cadiz Cedar is a fragrant wood. 303

Cadiz Cedar is a fragrant wood. 303

Cairo Civility is due every one. 333

Cairo Civility is due every one. 333

Cairo Civility is due every one. 333

Cairo Civility is due every one. 333

Cairo Civility is due every one. 333

Cairo Civility is due every one. 333

Cairo Civility is due every one. 333

Delhi

Dates come from Persia.

404

Delhi

Dates come from Persia.

404

Delhi

Dates come from Persia.

404

Delhi

Dates come from Persia.

404

Delhi

Dates come from Persia.

404

Delhi

Dates come from Persia.

404

Delhi

Dates come from Persia.

404

Dover

Duty first, then pleasure.

444

Dover

Duty first, then pleasure.

444

Dover

Duty first, then pleasure.

444

Dover

Duty first, then pleasure.

444

Dover

Duty first, then pleasure.

444

Dover

Duty first, then pleasure.

444

Dover

Duty first, then pleasure.

444

Elgin Elephant tusks are ivory. 505

Elgin	Elephant tusks are ivory.	505
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Elgin	Elephant tusks are ivory.	505
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Elgin Elephant tusks are ivory. 505

Elgin Elephant tusks are ivory. 505

Elgin	Elephant tusks are ivory.	505
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Elgin Elephant tusks are ivory. 505

Oxford Exercise increases strength. 555

Oxford	Exercise increases strength.	555
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Oxford	Exercise increases strength.	555
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Oxford	Exercise increases strength.	555
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Oxford	Exercise increases strength.	555
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Oxford	Exercise increases strength.	555
--------	------------------------------	-----

Oxford Exercise increses strength. 555

Flint Florida is a winter resort. 606

Flint Florida is a winter resort. 606

Flint Florida is a winter resort. 606

Flint Florida is a winter resort. 606

Flint Florida is a winter resort. 606

Flint Florida is a winter resort. 606

Flint Florida is a winter resort. 606

Toledo Fair dealing wins friends. 666

Toledo Fair dealing wins friends. 666

Toledo Fair dealing wins friends. 666

Toledo Fair dealing wins friends. 666

Toledo Fair dealing wins friends. 666

Toledo Fair dealing wins friends. 666

Toledo Fair dealing wins friends. 666

Genoa Guavas are tropical trees. 707

Genoa Guavas are tropical trees. 707

Genoa Guavas are tropical trees. 707

Genoa Guavas are tropical trees. 707

Genoa Guavas are tropical trees. 707

Genoa Guavas are tropical trees. 707

Genoa Guavas are tropical trees. 707

Groton Give every man his due. 777

Groton Give every man his due. 777

Groton Give every man his due. 777

Groton Give every man his due. 777

Groton Give every man his due. 777

Groton Give every man his due. 777

Groton Give every man his due. 777

Haiti Homer was a famous poet. 808

Haiti Homer was a famous poet. 808

Haiti Homer was a famous poet. 808

Haiti Homer was a famous poet. 808

Haiti Homer was a famous poet. 808

Haiti Homer was a famous poet. 808

Haiti Homer was a famous poet. 808

W. Va. He that has zeal will win. 888

W. Va. He that has zeal will win. 888

W. Va. He that has zeal will win. 888

W. Va. He that has zeal will win. 888

W. Va. He that has zeal will win. 888

W. Va. He that has zeal will win. 888

W. Va. He that has zeal will win. 888

Iowa Ivies are climbing plants. 909

Iowa Ivies are climbing plants. 909

Iowa Ivies are climbing plants. 909

Iowa Ivies are climbing plants. 909

Iowa Ivies are climbing plants. 909

Iowa Ivies are climbing plants. 909

Iowa Ivies are climbing plants. 909

St. L. In youth provide for age. 999

St. L. In youth provide for age. 999

St. L. In youth provide for age. 999

St. L. In youth provide for age. 999

St. L. In youth provide for age. 999

St. L. In youth provide for age. 999

St. L. In youth provide for age. 999

Joliet Jonquil flowers are yellow. \$10

Joliet Jonquil flowers are yellow. \$10

Joliet Jonquil flowers are yellow. \$10

Joliet Jonquil flowers are yellow. \$10

Joliet Jonquil flowers are yellow. \$10

Joliet Jonquil flowers are yellow. \$10

Joliet Jonquil flowers are yellow. \$10

N. Mex. Justice holds equal scales. Jr.

N. Mex. Justice holds equal scales. Jr

N. Mex. Justice holds equal scales. Jr

N. Mex. Justice holds equal scales. Jr

N. Mex. Justice holds equal scales. Jr

N. Mex. Justice holds equal scales. Jr

N. Mex. Justice holds equal scales. Jr

Keene Kildees have a shrill cry. Xm.

Keene Kildees have a shrill cry. Xm.

Keene Kildees have a shrill cry. Xm.

Keene Kildees have a shrill cry. Xm.

Keene Kildees have a shrill cry. Xm.

Keene Kildees have a shrill cry. Xm.

Keene Kildees have a shrill cry. Xm.

Zuito Keep your heart from evil. Ult.

Zuito Keep your heart from evil. Ult.

Zuito Keep your heart from evil. Ult.

Zuito Keep your heart from evil. Ult.

Zuito Keep your heart from evil. Ult.

Zuito Keep your heart from evil. Ult.

Zuito Keep your heart from evil. Ult.

Lowell Lobsters shed their shells. 25¢

Lowell Lobsters shed their shells 254

Lowell Lobsters shed their shells. 250

Lowell Lobsters shed their shells. 254

Lowell	Lobsters shed their shells. 25 th
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Yazoo Light hearts live longest. Hc.

Yazoo	Light hearts live longest.	Yc.
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Yahoo Light hearts live longest. &c.

Yazoo Light hearts live longest. &c.

Yazoo Light heart live longest. &c.

Yazoo Light hearts live longest. &c.

Yazoo Light hearts live longest. Oc.

Mobile Moose have large antlers. 8th

Mobile moose have large antlers. 8th

mobile moose have large antlers. 8th

mobile moose have large antlers. 8th

mobile moose have large antlers. 8th

mobile moose have large antlers. 8th

mobile moose have large antlers. 8th

Milan Modesty is an ornament. 22d

Milan Modesty is an ornament. 22d

Milan modesty is an ornament. 22d

Milan modesty is an ornament. 22d

Milan modesty is an ornament. 22d

Milan modesty is an ornament. 22d

Milan modesty is an ornament. 22d

Natick Nautilus shells are spiral. 123

Natick Nautilus shells are spiral. 123

Natick Nautilus shells are spiral. 123

Natick Nautilus shells are spiral. 123

Natick Nautilus shells are spiral. 123

Natick Nautilus shells are spiral. 123

Natick Nautilus shells are spiral. 123

Nelson Never forsake true friends. 456

Nelson Never forsake true friends. 456

Nelson Never forsake true friends. 456

Nelson Never forsake true friends. 456

Nelson Never forsake true friends. 456

Nelson Never forsake true friends. 456

Nelson Never forsake true friends. 456

Ocala Olives yield valuable oil. 789

Ocala Olives yield valuable oil. 789

Ocala Olives yield valuable oil. 789

Ocala Olives yield valuable oil. 789

Ocala Olives yield valuable oil. 789

Ocala Olives yield valuable oil. 789

Ocala Olives yield valuable oil. 789

Exeter Out of debt, out of danger. Dr.

Exeter Out of debt, out of danger. Dr.

Exeter Out of debt, out of danger. Dr.

Exeter Out of debt, out of danger. Dr.

Exeter Out of debt, out of danger. Dr.

Exeter Out of debt, out of danger. Dr.

Exeter Out of debt, out of danger. Dr.

Peoria Pelicans are large birds. H

Peoria Pelicans are large birds. H.

Peoria Pelicans are large birds. H.

Peoria Pelicans are large birds. H.

Peoria Pelicans are large birds. H.

Peoria Pelicans are large birds. H.

Peoria Pelicans are large birds. H.

Bristol Prefer loss to unjust gain. Ky

Bristol Prefer loss to unjust gain. Ky

Bristol Prefer loss to unjust gain. Ky

Bristol Prefer loss to unjust gain. Ky

Bristol Prefer loss to unjust gain. Ky

Bristol Prefer loss to unjust gain. Ky

Bristol Prefer loss to unjust gain. Ky

Quebec Quinces make good jelly. X.

Quebec Quinces make good jelly. X.

Quebec Quinces make good jelly. X.

Quebec Quinces make good jelly. X.

Quebec Quinces make good jelly. X.

Quebec Quinces make good jelly. X.

Quebec Quinces make good jelly. X.

Idaho Suit yourselves like men! Jr.

Idaho Suit yourselves like men! Jr.

Idaho Suit yourselves like men! Jr.

Idaho Suit yourselves like men! Jr.

Idaho Suit yourselves like men! Jr.

Idaho Suit yourselves like men! Jr.

Idaho Suit yourselves like men! Jr.

Revere Rose leaves are net-veined. 231

Revere Rose leaves are net-veined. 231

Revere Rose leaves are net-veined. 231

Revere Rose leaves are net-veined. 231

Revere Rose leaves are net-veined. 231

Revere Rose leaves are net-veined. 231

Revere Rose leaves are net-veined. 231

Paris Rebuke with mild words. do.

Paris Rebuke with mild words. do.

Paris Rebuke with mild words. do.

Paris Rebuke with mild words. do.

Paris Rebuke with mild words. do.

Paris Rebuke with mild words. do.

Paris Rebuke with mild words. do.

Seattle Snails carry their shells. 5 1/2

Seattle Snails carry their shells. 5 1/2

Seattle Snails carry their shells. 5 1/2

Seattle Snails carry their shells. 5 1/2

Seattle Snails carry their shells. 5 1/2

Seattle Snails carry their shells. 5 1/2

Seattle Snails carry their shells. 5 1/2

Lynn Scorn to do a mean act. sq.

Lynn Scorn to do a mean act. sq.

Lynn Scorn to do a mean act. sq.

Lynn Scorn to do a mean act. sq.

Lynn Scorn to do a mean act. sq.

Lynn Scorn to do a mean act. sq.

Lynn Scorn to do a mean act. sq.

Texas Tulips grow from bulbs. lb.

Texas Tulips grow from bulbs. lb.

Texas Tulips grow from bulbs. lb.

Texas Tulips grow from bulbs. lb.

Texas Tulips grow from bulbs. lb.

Texas Tulips grow from bulbs. lb.

Texas Tulips grow from bulbs. lb.

France Truth requires no witness. oz.

France Truth requires no witness. oz.

France Truth requires no witness. oz.

France Truth requires no witness. oz.

France Truth requires no witness. oz.

France Truth requires no witness. oz.

France Truth requires no witness. oz.

Utica Utopia is an ideal place. 1st

Utica Utopia is an ideal place. 1st

Utica Utopia is an ideal place. 1st

Utica Utopia is an ideal place. 1st

Utica Utopia is an ideal place. 1st

Utica Utopia is an ideal place. 1st

Utica Utopia is an ideal place. 1st

Union Under the roses are thorns. gr.

Union Under the roses are thorns. gr

Union Under the roses are thorns. gr

Union Under the roses are thorns. gr

Union Under the roses are thorns. gr

Union Under the roses are thorns. gr

Union Under the roses are thorns. gr

Venice Venice is built on islands. 50¢

Venice Venice is built on islands. 50¢

Venice Venice is built on islands. 50¢

Venice Venice is built on islands. 50¢

Venice Venice is built on islands. 50¢

Venice Venice is built on islands. 50¢

Venice Venice is built on islands. 50¢

U. S. A. Virtue alone is invincible. yd.

U. S. A. Virtue alone is invincible. yd.

U. S. A. Virtue alone is invincible. yd.

U. S. A. Virtue alone is invincible

Weston Weasels will drive out rats. In.

Grant Who does his best does well. Co

Yukon Zebras are seldom tamed. 240

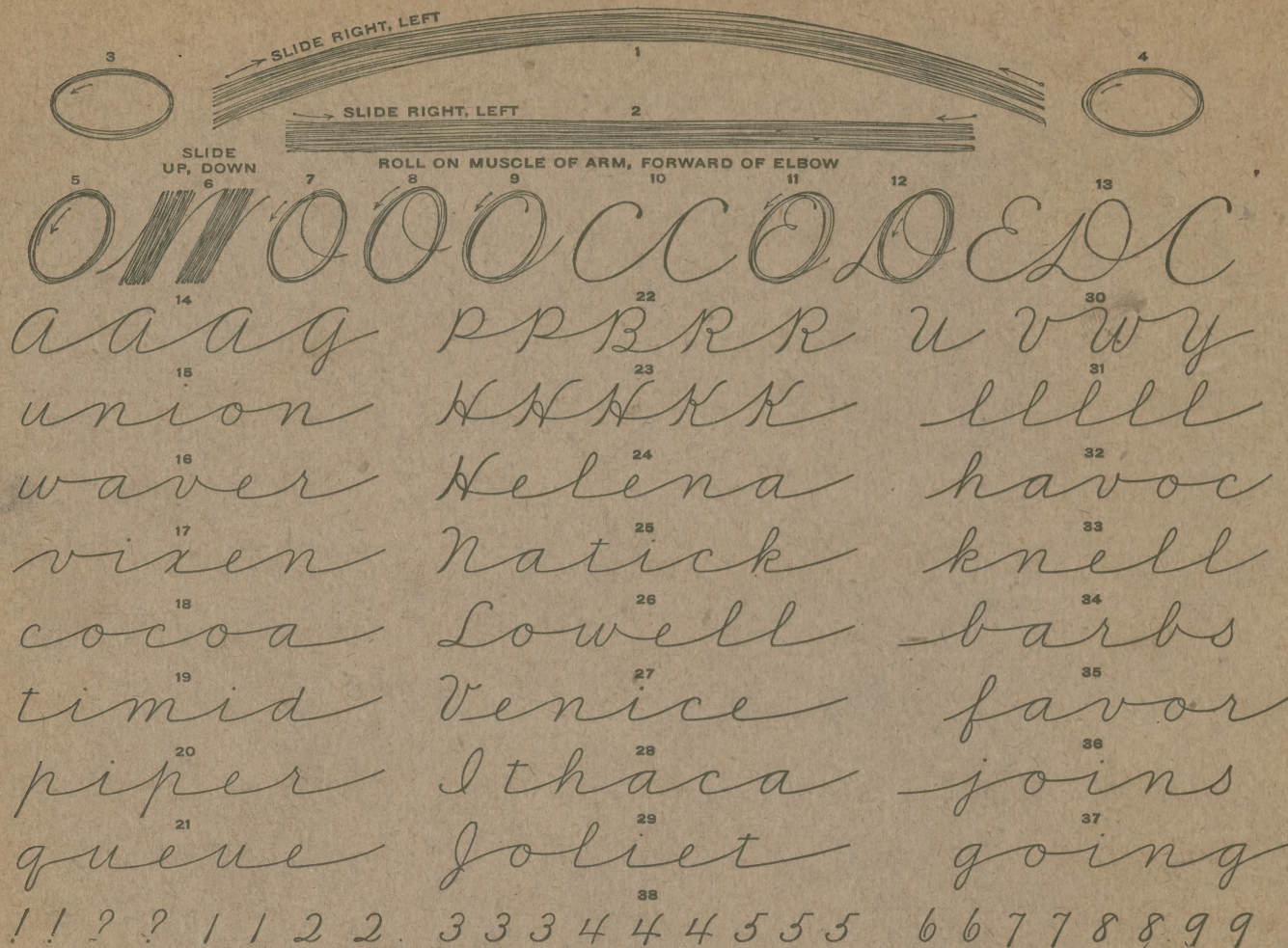
Xenia Youth should respect age. 8c.

A B C D E F G H
I J K L M N O P Q R S T U
V W X 1 2 3 4 5 6 7 8 9 0 Y Z &
a b c d e f g h i j k l m n
o p q r s t u v w x y z

CHART OF LETTERS

The letters in the above chart are used exclusively throughout this series of copy books. It has been thought best not to burden pupils with a variety of forms of letters from which to choose. The time allotted to the writing lessons is better used in acquiring a single style of letter than in attempting to learn half a dozen different forms. Simplicity of style is a marked characteristic of the above letters. All needless lines are omitted, and flourished forms have been excluded. The moderate slant of the letters and the simplicity of the forms provide for a plain, neat, easily acquired and rapid style of writing.

SECOND SERIES OF MOVEMENT EXERCISES



Scranton, Pa., Nov. 25, 1906.

These movement exercises will be found profitable in developing freedom in the use of the pen and a valuable aid in acquiring speed in writing. Practice with a dry pen and with ink on plain paper, but with great care to preserve good form with easy motion. Do not scribble. Practice with care.